

**Memorandum of Understanding
Between
International Federation of Professional and Technical Engineers (IFPTE), Local 28
and
NASA Glenn Research Center**

This Memorandum of Understanding documents the agreement between the International Federation of Professional and Technical Engineers (IFPTE), Local 28 and the NASA Glenn Research Center concerning the use of the Computing Systems and Networks User's Responsibilities Form.

The parties hereby agree that the attached Computing Systems and Networks User's Responsibilities Form, dated January 2003, will be used for all bargaining unit employees.

/s/

Gwendolyn Davis
Labor Relations Officer
NASA Glenn Research Center

/s/

Virginia Cantwell
President
IFPTE, Local 28

DATE: 1/30/03

Glenn Research Center
Computing Systems and Networks User's Responsibilities
January 2003

I understand that unauthorized use of the computer accounts and computer resources to which I am granted access may be a violation of the NPG 2810.1. I will make every effort to protect my account(s) from unauthorized access and will not knowingly permit access by others without written authorization. Misuse of my assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that these resources are subject to monitoring and recording by the Glenn Research Center to detect unauthorized use in accordance with NPG 2810.1. I further understand that failure to abide by these provisions may constitute grounds for termination of account access, administrative action, and/or civil or criminal liability as set forth in NPG 2810.1 and other applicable laws and regulations.

Name (Please Print)

Signature

Date

Name of Manager, Sponsor, Mentor (Please print)

Org. Code

Signature of Manager, Sponsor, Mentor

Date

Company (Glenn Research Center, Contractor Company, University, etc.)

For employees who use shared hardware, please note the word "share" next to your signature above.

Employees who signed the original form in the spring of 2001 need not resubmit unless they wish to sign the new form.

For employees who already have computer accounts, completed forms should be forwarded to the IT Security Program Office, MS 142-2.

Employees who do not currently have accounts must follow the process documented under "forms" on the IT Security Web site. See below.

For temporary individuals (summer, grantees, visitors, etc.), bring your signed forms to the ODIN 2nd Level Support Office in building 142, room 187 to receive your account information.

This form and additional information on IT security can be found online at:

http://www.grc.nasa.gov/WWW/CIO/IT_Security/Web/

Questions may be directed to the GRC IT Security Manager, Pam Kotlenz (Pam.Kotlenz@grc.nasa.gov)